

AFFIRMATIVE ACTION OFFICER

NATURE OF WORK

This is responsible administrative and professional work developing and implementing an Affirmative Action Plan for the City of Lincoln and Lancaster County.

Work involves responsibility for the development of programs and procedures to support diversity, equal opportunity and affirmative action throughout City and County government and investigation of complaints of discrimination. Work also involves providing advice, technical assistance and training activities regarding Affirmative Action principles, the Americans with Disabilities Act (ADA) and diversity issues. Work is performed under the general policy direction of the Mayor and in cooperation with the Equal Opportunity Officer and the Women's Commission Manager. Supervision may be exercised over subordinate support staff members.

EXAMPLES OF WORK PERFORMED

Monitors and coordinates the affirmative action programs, policies and procedures of the City and the County involving recruitment, outreach and retention.

Monitors equal opportunity and affirmative action laws and the Americans with Disabilities Act by conducting investigations of allegations of disparate treatment within City and County government; plans, implements and monitors the City and County's Affirmative Action Plan.

Identifies under-utilization of protected classes as well as unfair personnel and management practices including hiring, promotions, recruitment and selection activities.

Prepares, coordinates and conducts training for City and County departments in the areas of equal employment opportunity, affirmative action and Americans with Disabilities Act.

Receives and resolves complaints through communication with appropriate department heads with regard to allegations of discrimination, affirmative action issues and the Americans with Disabilities Act.

Represents the Mayor when so assigned with the City Council, administrative boards, civic organizations and at committee meetings and other City functions regarding multi-cultural issues.

Monitors federal legislation; coordinates departmental reviews of proposed legislation and prepares necessary testimony and letters with regard to equal employment opportunity, affirmative action issues, civil rights and Americans with Disabilities Act.

Serves as a contact point for community organizations.

Assists the Mayor in recruiting and appointing citizens to serve on City advisory boards and commissions in order to include diverse populations.

Recruits ethnic, racial and other under-represented groups or persons for City and County advertised positions.

Researches and prepares various public, administrative and statistical reports.

Coordinates the Diversity Fellowship Program.

Performs related work as required.

DESIRABLE KNOWLEDGES, ABILITIES, AND SKILLS

Considerable knowledge of appropriate federal, state and local laws and programs as they pertain to multi-cultural and affirmative action issues, the Americans with Disabilities Act and civil rights.

Knowledge of the Lincoln Municipal Code and the County Personnel Rules as they pertain to the operations of City and County departments.

Ability to analyze, interpret, and submit oral and written reports.

Ability to design and develop program proposals.

Ability to speak before large groups of people, and to communicate effectively both orally and in writing.

Ability to establish and maintain effective working relationships with community leaders, City and County officials, employees and the public.

Ability to handle difficult situations diplomatically.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from an accredited four-year college or university with major course work in public administration, the human or behavioral sciences or related field and completion of graduate studies in public administration, the human or behavioral sciences, or related field plus considerable experience in civil rights, human rights, human resources, affirmative action or related field.

MINIMUM QUALIFICATIONS

Graduation from an accredited four-year college or university with major course work in public administration, the human or behavioral sciences, or related field plus experience of a responsible nature in civil rights, human rights, human resources, affirmative action or a related field; or any equivalent combination of training and experience which provides the desirable knowledge, abilities and skills.

Approved by: _____
Department Head

Personnel Director

9/00

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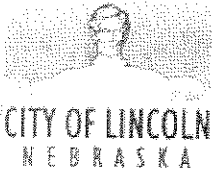
COMMITMENT TO EQUAL EMPLOYMENT OPPORTUNITY

It has been, and will continue to be, the policy of the City of Lincoln to be an equal opportunity employer.

In keeping with this policy, the City of Lincoln has designed and agreed to implement an Affirmative Action Program in accordance with all the relevant Federal, State and local non-discrimination and affirmative action laws, regulations and their amendments which pertain to the legal basis for affirmative action and equal opportunity, including but not limited to: the Fourteenth Amendment to the U.S. Constitution, the Civil Rights Act of 1964, the Age Discrimination in Employment Act, the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, the Nebraska Fair Employment Practice Act, and Title 11 of the Lincoln Municipal Code.

The City will continue to recruit, hire, train, and promote into all job levels the most qualified persons without regard to race, color, religion, sex, disability, national origin, ancestry, age, marital status, sexual orientation, or political opinions or affiliations. All other personnel matters such as compensation, benefits, transfers, layoffs, City-sponsored training, education, tuition assistance, and social and recreational programs will continue to be administered in accordance with the City of Lincoln policy. Denying equal opportunity for employment due to any of the above bases is contrary to the principles of freedom and is a burden on the objectives of public policy of the City of Lincoln.

All employment decisions are based on job related standards and must comply with the principles of equal employment opportunity.

InterLinelincoln.ne.gov**City of Lincoln
Affirmative Action****Mission Statement & Goals****Mission Statement**

To encourage and support equal employment opportunity for all employees and applicants for employment without regard of race, color, religion, sex, disability, national origin, age, ancestry, marital status, or political opinions or affiliations.

To recruit and retain qualified individuals from diverse backgrounds and to cultivate a climate of acceptance and respect.

To investigate internal charges of discrimination and harassment and to make just recommendations.

Goals

To provide an outreach recruitment program for the purpose of attracting women, racial and ethnic minorities, and persons with disabilities to the City of Lincoln and Lancaster County workforces.

To implement a policy for all personnel involved in the recruitment, screening, selection, promotion, disciplinary, and related processes to ensure that the affirmative action program goals are implemented.

To provide a training program for all City and County employees to ensure that they are educated with regard to the City and County policies on discrimination, harassment and affirmative action.

To accommodate and encourage the increased participation of diverse community members on City advisory boards and commissions.